1. Log in or create an account at www.transferology.com

2. Search for your first college and enter each course on the Courses tab.
   If you have Advanced Placement, International Baccalaureate, or CLEP exams, enter them on the Standardized Exam tab.
   Military Credits can also be added on that tab.

3. Once you have entered in all classes from every college or university, click “Search for Matches”
4. Search for Columbia College Chicago and click the “Match” button (your results may look different).

5. Click “Request Information”

6. In the pop-up, click “Advising” and enter **all majors that you are interested in studying at Columbia** (the full list can be found at colum.edu/academics).

7. Then click “Send to Columbia College Chicago”. Contact transfer@colum.edu with any questions.